

PARENTS, PERSONNEL AND COMMUNITY COMMITTEE**Meeting no.1 held at the school on Monday 18th September 2017 at 9:00am**

Present: **Ms. Rachel Thynne (Chair)**
Mr. Simon France
Ms. Kristine Knudsen

In Attendance: **Mr. David Ryder (Clerk)**

Summary of Action Points

Action Point	Description	Resp.	Status
2.3 (16/17)	Lead review of Collective Worship policy (valid till 20/01/17)	JM	Ongoing
2.4 (16/17)	Lead review of Complains policy (valid till 20/01/17)	RT	Ongoing
2.7 (16/17)	Lead review of Registration of Pupils (valid till 15/03/2017)	RT	Ongoing
2.8 (16/17)	Lead review of Performance Management and Appraisal - non staff (valid till 17/03/2017)	NC	Complete
2.9 (16/17)	Lead review of Performance Management and Appraisal – staff (valid till 17/03/2017)	NC	Ongoing
2.12 (16/17)	Lead review of Staff Discipline policy (valid till 16/06/2017)	KK	Ongoing
2.13 (16/17)	Lead review of Staff Grievance policy (valid till 16/06/2017)	KK	Ongoing
2.14 (16/17)	Lead review of Staff Redundancy policy (valid till 16/06/2017)	KK	Ongoing
2.15 (16/17)	Lead review of Staff Retirement policy (valid till 16/06/2017)	KK	Ongoing
2.16 (16/17)	Review Parent Handbook.	JM	Ongoing
1.1	Lead review of Supporting Children with Medical Conditions and Managing Medicines policy (valid till 16/03/2017)	RT	New

Minutes of Meeting

Meeting commenced 9:05 am.

1. Apologies

Apologies were received from Ms. Murray and were accepted by the committee.

2. Declaration of Business Interests

The Chair asked the governors if they had any changes to their Business Interests Form and there were none.

3. Minutes of Previous Meetings, matters arising and action points.

The minutes of the Committee meeting held on 13th June 2017 were agreed and signed by the Chair.

4. Confirm Terms of Reference and priorities for the year

Mr. Ryder had placed a copy of the draft Terms of Reference (ToRs) for 2017/18 on the governors' shared drive prior to the meeting. The document was reviewed and it was agreed that the ToRs should remain unchanged from the previous year.

The priorities for the committee were discussed and it was agreed that the committee should focus on ensuring the Parents Survey is successfully carried out and that effective staff performance management is maintained. Mr. France reported that 2 staff had failed to reach their performance management targets last year. It was also agreed that the school's involvement in the community should be noted and recorded in the meeting minutes. The school does a lot of good work in the community which doesn't always get discussed at the meetings and recorded in the minutes.

5. Agree and organise a review of policies

The committee has just one policy to review this year, which is 'Supporting Children with Medical Conditions and Managing Medicines' and Ms. Thynne agreed to lead on the review.

Action 1.1 – Ms. Thynne to lead review of Supporting Children with Medical Conditions and Managing Medicines policy

6. Staffing issues update

Mr. France mentioned that the school has had issues with teacher's contracts from the Local Authority. They have been slow to arrive, with teachers actually being in post with no contract in place. It was agreed that this will probably be resolved when the school becomes part of a MAT.

Mr. France also mentioned that the school will find it difficult to fund one-to-one time for pupils with TAs in the future, and parental expectations will have to be limited. In order to use TAs most efficiently in the current difficult financial climate, they will no longer be based in an individual class but will be used to help specific individuals and groups.

Mr. France informed the committee that Ms Wells, the school's music teacher, will be going on maternity leave and the school will need to find a replacement soon.

Mr. France also discussed the issues over part-time contracts. He stated that the school needs to allow only 0.2 or 0.8 WTE part time contracts. Staff sometimes want a 0.6 contract, however this causes problems with rostering.

7. Staff training

Mr. France mentioned that staff training will be based around the priorities set out in the School Development Plan.

8. Parents' survey

It was noted that the school will need to do a parent survey this year. It was agreed that the questionnaire should remain the same as last time so that trends can be observed. It was also agreed that the survey should be paper based as this was the easiest and most cost-effective method. On-line options have been investigated in the past however they haven't been suitable. The questionnaires will be sent out early in the spring term and parents will

be given 2 weeks to respond.

9. Review staff performance management process

Mr. France reported that the performance management targets are all set and are similar to last year. They will be based around pupil progress, disadvantaged pupil progress and one other area such as phonics or spelling. Mr. France stressed that all children, whatever their ability, should make progress and it would not be acceptable if they did not unless there were exceptional circumstances like illness and absence etc.

10. Chair's Correspondence

There was none

11. Items For Next Agenda

Parent's Survey plus the usual standing items.

The meeting concluded at 9:45 am

Future Meeting Dates:

Curriculum Meeting no.1	Thu 28 Sep 2017	09:00
PFM Meeting no.1	Thu 5 Oct 2017	17:30
FGB Meeting no.2	Wed 15 Nov 2017	17:30 (amended)
PPC Meeting no.2	Mon 20 Nov 2017	09:00
PFM Meeting no.2	Thu 7 Dec 2017	17.30
Curriculum Meeting no.2	Wed 10 Jan 2018	09.00 (amended)
FGB Meeting no.3	Wed 10 Jan 2018	17:30
FGB Meeting no.4	Wed 28 Feb 2018	17:30
PPC Meeting no.3	Mon 12 Mar 2018	09:00
Curriculum Meeting no.3	Wed 21 Mar 2018	09:00 (amended)
PFM Meeting no.3	Thu 19 Apr 2018	17:30
FGB Meeting no.5	Wed 25 Apr 2018	17:30
PPC Meeting no.4	Mon 11 Jun 2018	09:00
Curriculum Meeting no.4	Wed 20 Jun 2018	09:00 (amended)
PFM Meeting no.4	Thu 28 Jun 2018	17:30
FGB Meeting no.6	Wed 4 Jul 2018	17:30